

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: HOME GUARANTY CORPORATION

Period: \_\_\_\_\_

Sub-Indicators	Key Area for Development	Proposed Actions to Address Key Areas	Responsible Entity	Timetable	Resources Needed
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Make at least 70% of amount of total procurement be procured through competitive bidding and limited source bidding	BAC	2021	Personnel
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Make at least 20% of volume of total procurement be procured through competitive bidding and limited source bidding	BAC	2021	Personnel
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Limit to 11% at most the use of Negotiated Procurement of the total procurement	BAC	2021	Personnel
2.c	Percentage of direct contracting in terms of amount of total procurement	Limit to 1% to ensure competition	BAC	2021	Personnel
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	Adopt longer timelines to attract more suppliers/bidders	BAC/BAC Secretariat/End-user	2021	Personnel
3.b	Average number of bidders who submitted bids	Adopt longer timelines to attract more suppliers/bidders	BAC/BAC Secretariat/End-user	2021	Personnel
3.c	Average number of bidders who passed eligibility stage	Adopt longer timelines to attract more suppliers/bidders	BAC/BAC Secretariat/End-user	2021	Personnel
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)				
4.b	Presence of a BAC Secretariat or Procurement Unit				
5.a	An approved APP that includes all types of procurement				
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service				

5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	Incorporate Green Specification in the preparation of Technical Specification	End User	2021	
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency				
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency				
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency				
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Prepare, submit and post PMRs	BAC Secretariat	2021	
8.a	Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding				
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Set-up guidelines/parameters for the planning of procurement activities phase for the conduct of market research and/or analysis	Procurement Planning Division	2021	PPMP
9.a	Percentage of contracts awarded within prescribed period of action to procure goods				
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Operationalization of Procurement Planning and Procurement Services Division to institutionalize procurement complaints system and comply with procedural requirements	Philippine Guarantee Corporation	2021	Personnel
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program				
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity				
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records				
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Designate a filing cabinet for contract management record. Establish a filing system.	Implementing Unit	2021	Office space, filing cabinet
12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance				
12.b	Timely Payment of Procurement Contracts				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR				

14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Operationalization of the Internal Audit to perform specialized procurement audit	Philippine Guarantee Corporation	2021	Personnel
14.b	Audit Reports on procurement related transactions				
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Operationalization of Procurement Planning and Procurement Services Division to institutionalize procurement complaints system and comply with procedural requirements	Philippine Guarantee Corporation	2021	Personnel
16.a	Agency has a specific anti-corruption program/s related to procurement				

